

SECRET

DD/S REGISTRY
FILE

*Meeting
(minutes)
Bq*

MINUTES

DD/S STAFF MEETING

3 February 1970

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2. Discontinued Service Retirement

Mr. Bannerman stressed that Heads of Career Services should be in direct contact with all their eligible personnel and that the discussion should be properly focused - i.e., in terms of the new opportunity for early retirement.

The DD/P Book Dispatch to the Field will notify personnel in all Career Services of this retirement opportunity.

Mr. Wattles stated that about 60 people have made inquiries to date.

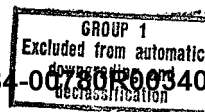
3. Personnel Cuts: 2-1/2% in FY-70; 2-1/2% in FY-71

This matter was discussed at the Deputies' Meeting. It was agreed that:

(a) All employees should be informed of these required reductions. Something in writing will go out to all employees.

(b) An attempt to fill vacancies from within in lieu of recruitment. Assist personnel who express interest in transfers. In this regard, OP will circulate Recruitment Requests so as to inform personnel of job vacancies.

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[] will work with the Support Offices in identifying the problem areas, scope and proposed solutions.

Mr. Bannerman stated that, as a last resort, we would get into Involuntary Separations if we must. If so, personnel would be identified by ranking and the entire process would be well prepared, orderly and uniform.

In the case of Voluntary Retirements, we should perhaps give some consideration to job hunting assistance and preparatory training for outside jobs.

Mr. Blake inquired if CIARDS requirements would be relaxed in view of ceiling reductions and the Discontinued Service Retirement. This question has not been put to the DCI yet. Mr. Bannerman asked the Office Heads to provide him with the numbers of people interested in such retirement and the number among them who have a reasonable case for the CIARDS system.

Dr. Tietjen inquired about the documentation on Discontinued Service Retirements. Mr. Wattles stated the requests for resignation are legally required under the Civil Service legislation. OP would protect the individual in case of job inquiries. Further, Discontinued Service Retirement is a government-wide procedure.

4. Inter-Directorate Rotation Plan

At the Deputies' Meeting, it was agreed to proceed informally on a small scale. Two names are to be proposed by each Deputy Director to D/OP, for consideration at next Deputies' Meeting.

5. Around the Table

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a. []

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[] Monday for three days.

b. Mr. Wattles

The Executive Director has approved the text of the text of the Discontinued Service Retirement memo to be sent to eligible personnel.

c. Mr. Blake

GSA has two men in today to survey our cafeteria.

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